

**Submitted:** 8/16/2012  
**Jurisdiction:** Maryland  
**Agency:** Department of Agriculture  
**Division/Unit:** Purchasing Office

**Maryland State Archives**  
Edward C Papenfuse State Archives Building  
350 Rowe Boulevard  
Annapolis, MD 21401

**Certificate ID:** 397  
**MSA ID:** SE55-2526  
**Page:** 1 of 1

## Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Maryland Fleet Operations and Management System Forms (MFOMS-1 reports)	1385	1	07/2008 - 06/2009	6 cu ft.	08/16/2012	recycle
2	General Correspondence	1385	2	07/2008 - 06/2009	6 cu ft.	08/16/2012	recycle/shred
3	Purchase Orders	1676	7	07/2008 - 06/2009	1 cu ft.	08/16/2012	recycle
4	Withdrawal Requisitions	1676	9	07/2008 - 06/2009	1 cu ft.	08/16/2012	recycle

### Destruction Certification

<u>Brenda Alexander</u>	<u>records manager</u>	<u>8/16/2012</u>
<b>Signature</b>	<b>Title</b>	<b>Date</b>